

**NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-10**  
**FEBRUARY 25, 2004**

**Administration and Management**

**MANAGEMENT OF INFORMATION RESOURCES**

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**OPR:** W/SP (P. Weiss)

**Certified by:** CFO/CAO (I. T. David)

**Type of Issuance:** Initial

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**SUMMARY OF REVISIONS:** New Issuance

1. The purpose of this policy directive is to establish agency-wide guidance for documenting and seeking comments on National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) products, services, and dissemination systems in accordance with OMB Circular A-130.

2. Office of Management and Budget (OMB) Circular A-130 - *Management of Federal Information Resources* states in part (and paraphrased) that agencies must plan in an integrated manner for managing information throughout its life cycle. The circular states that agencies will:

- Implement and maintain a management system for all information services.
- Establish and maintain inventories of all agency information services.
- Assure that information services are necessary for proper performance of agency functions.
- Establish and maintain communications with members of the public and with state and local governments so that the agency creates information services which meet their respective needs.
- Consider the effects of their actions on members of the public and State and local governments, and ensure consultation with these parties, as appropriate.
- Provide adequate notice when initiating, substantially modifying, or terminating significant information services.

3. The NWS will conform to OMB Circular A-130 by:

3.1 Documentation of significant information services (See Definitions in Attachment 1.) This inventory will contain the following information in a form appropriate for the particular significant information service:

- What - What information is provided; what is the intended use; what are any technical limitations?
- Why - Why is the NWS providing it? Describe the connection to the NWS mission and/or legal mandates.

- Who - Who is the intended audience?
- How - How is it presented/provided?
- When - When is it available?
- Where - Where can comments be directed?

3.2 Communication with affected parties. Prior to permanently initiating, substantially modifying, altering the method of provision, or terminating a significant information service(s) the NWS will seek comments from affected parties regarding the proposed action. When public safety or national security requires prompt action, comments may be obtained after the fact, as appropriate.

3.3 Consideration of actions. Before permanently initiating, substantially modifying, altering the method of providing, or terminating a significant information service or services, the NWS will consider comments received giving particular emphasis to:

- whether the significant information service is considered helpful to the public or unnecessary;
- those who may be seriously affected (positively or negatively) by the proposed action;
- the ability of private sector entities and the academic and research communities to provide diverse services to serve the public interest by meeting the varied needs of specific individuals, organizations, and economic entities;
- applicable legal authorities and mandates; and
- the effect on NWS resources.

3.4 Notification. The NWS will provide adequate notice when initiating, substantially modifying, altering the method of providing, or terminating a significant information service or services.

4. This directive establishes the following authorities and responsibilities:

4.1 All operating elements of NWS are responsible for executing this policy.

4.2 NWS headquarters offices are responsible for developing appropriate procedural directives and supplements implementing this policy. They share joint responsibility for consistent application of this policy in the procedural directives and supplements they develop, recognizing complex interrelationships of NWS products, services, and dissemination systems. In particular:

- The Office of Climate, Water, and Weather Services is responsible for development of procedural directives regarding NWS products and other services, regardless of the form or method of delivery (e.g., web, radio, graphics, digital);
- The Office of Operational Systems (OOS) is responsible for development of procedural directives regarding OOS-managed NWS dissemination systems;
- The Office of the Chief Information Officer (OCIO) is responsible for development of procedural directives regarding OCIO-managed NWS dissemination systems.

4.3 National Centers for Environmental Prediction and NWS Regional Headquarters offices are responsible for development of supplements regarding significant information services under their purview.

5. The measure of effectiveness of this policy will be the number and content of comments received.
6. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

<u>signed by D.L. Johnson</u>	<u>February 11, 2004</u>
Brigadier General David L. Johnson, USAF, Ret.	Date
Assistant Administrator for Weather Services	

## Attachment 1

### **References**

OMB Circular A-130 - Management of Federal Information Resources  
NWS Instruction 1-101 - NWS Directives System - Structure and Management

As of this writing, NWS has implemented the following specific procedural directives conforming with this directive:

NWS Instruction 10-102 - New or Enhanced Products

### **Definitions** (as applied in this policy directive)

Information - The term "information" means any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

Product - Any collection of NWS information intended for external dissemination and containing current or expected environmental (e.g., weather, water, climate) conditions in a defined format.

Dissemination System - Any NWS resource used to deliver NWS products to external users.

Service - Any combination of products/activities and/or dissemination systems used to accomplish the NWS mission.

Information Service - Any product, dissemination system, or other service.

Significant Information Service - An information service that meets any of the following conditions:

- is required by law;
- involves substantial expenditure of funds;
- by reason of the nature of the service, is a matter of continuing public interest; or
- by reason of the time value of the service, commands public interest.